

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 31 March 1950 based on performance during period from 4/1/49 to 3/31/50

Sudmeier, Elizabeth Shorthand Reporter, GS-7
(Name of employee) (Title of position, service, and grade)

ORE, Presentation
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning _____ All others _____
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| <p>— (1) Maintenance of equipment, tools, instruments.</p> <p>— (2) Mechanical skill.</p> <p>— (3) Skill in the application of techniques and procedures.</p> <p>+ (4) <u>Presentability of work</u> (appropriateness of arrangement and appearance of work).</p> <p>+ (5) <u>Attention to broad phases of assignments.</u></p> <p>+ (6) <u>Attention to pertinent detail.</u></p> <p>+ (7) <u>Accuracy of operations.</u></p> <p>+ (8) <u>Accuracy of final results.</u></p> <p>+ (9) <u>Accuracy of judgments or decisions.</u></p> <p>— (10) Effectiveness in presenting ideas or facts.</p> <p>+ (11) <u>Industry.</u></p> <p>+ (12) <u>Rate of progress on or completion of assignments.</u></p> <p>+ (13) Amount of acceptable work produced. (Is mark based on production records? <u>No</u>) (Yes or no)</p> <p>+ (14) Ability to organize his work.</p> <p>— (15) Effectiveness in meeting and dealing with others.</p> <p>+ (16) Cooperativeness.</p> <p>+ (17) Initiative.</p> <p>— (18) Resourcefulness.</p> <p>+ (19) <u>Dependability.</u></p> <p>+ (20) Physical fitness for the work.</p> | <p>— (21) <i>Effectiveness in planning broad programs.</i></p> <p>— (22) <i>Effectiveness in adapting the work program to broader or related programs.</i></p> <p>— (23) <i>Effectiveness in devising procedures.</i></p> <p>— (24) <i>Effectiveness in laying out work and establishing standards of performance for subordinates.</i></p> <p>— (25) <i>Effectiveness in directing, reviewing, and checking the work of subordinates.</i></p> <p>— (26) <i>Effectiveness in instructing, training, and developing subordinates in the work.</i></p> <p>— (27) <i>Effectiveness in promoting high working morale.</i></p> <p>— (28) <i>Effectiveness in determining space, personnel, and equipment needs.</i></p> <p>— (29) <i>Effectiveness in setting and obtaining adherence to time limits and deadlines.</i></p> <p>— (30) <i>Ability to make decisions.</i></p> <p>— (31) <i>Effectiveness in delegating clearly defined authority to act.</i></p> |
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STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
- (B) _____
- (C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Excellent	Rating official <u>EXCELLENT</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good	Reviewing official <u>E</u>
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good	
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair	
Minus marks		
Rated by		<u>4 APR 50</u> (Date)
Reviewed		<u>4 April 1950</u> (Date)
Rating approved by efficiency rating committee	Report to employee	

U. S. GOVERNMENT PRINTING OFFICE 16-26177-5

APR 10 1950